

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** XXX **ISSUE:** Standard
2. **DRD NO.:** **STD/CM-ADP**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Acceptance Data Package
7. **DESCRIPTION/USE:** To provide the documentation needed by MSFC to establish the acceptability of equipment/software for the intended use.
8. **OPR:** ED03 9. **DM:**
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Preliminary two weeks prior to each Acceptance Review (AR)
12. **SUBMISSION FREQUENCY:** Final with delivery of each Configuration Item (CI)
13. **REMARKS:**
14. **INTERRELATIONSHIP:**
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Acceptance Data Package (ADP) contains the elements of documentation required to establish the acceptability of equipment and software.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** An ADP for hardware contract configuration items shall contain the current log book that includes:
 - a. Running/operating time and cycle for each time and cycle critical items of the Configuration Item (CI). These logs shall identify the item(s) by nomenclature, part number, and serial number and shall state the total authorized life and the life expended.
 - b. Test history log, including post manufacturing checkout and final verification tests of the CI, with the following data:
 1. Actual measurements identified to specified tests. Reference to applicable test reports are satisfactory provided that copies of the reports are provided.
 2. Brief test summary.
 3. List of unaccomplished tasks and estimated man-hours to complete.
 4. List of actual and recommended retest.
 5. Special test instructions, investigations, warnings, and problems encountered during test.
 6. Failure and corrective actions data for all failures during all testing.
 - c. Inspection records for all inspections.
 - d. Transfer records providing a history of all CI and critical component movements.
 - e. Alignment data for all CIs and critical items.
 - f. Component log books, including Government furnished items.
 - g. Weight and balance logs covering total weight and horizontal, vertical, and lateral center(s) of gravity.
 - h. Configuration Records:
 1. Parts and drawing list identifying all parts and incorporated or pending changes to each.
 2. Software configuration records defining the verified and validated software, version description documents, software certification, and the validated software program.
 3. List of approved and pending deviations and waivers.
 4. Complete list of hardware and software/firmware items shipped loose or separately.
 5. Copy of proposed DD Form 250.

DRD Continuation Sheet

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15. **DATA PREPARATION INFORMATION (CONTINUED):**

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** The ADP shall be maintained current. Changes and/or updating shall be in accordance with the contractor's approved change control system.

NOTE to STD/CM-ADP

Sample Statement of Work words*:

Configuration Item (CI) Acceptance. The contractor shall prepare an Acceptance Data Package (ADP) for each CI. The ADP shall provide the Government with the documentation necessary to determine the acceptability of the delivered item(s). The ADP shall accompany the CI at delivery and will be retained by the Government. The ADP shall be prepared and delivered in accordance with the requirements of DRD STD/CM-ADP.

*****Sample complete CM SOW section available from CDRM.*****

Applicability Instructions:

An ADP is required when the contract requires a CI delivery. A CI is defined as an aggregate of hardware, firmware, software, or any of its discrete portions, which satisfies an end-use function and is designated for CM. CIs may vary widely in complexity, size, and type.

NOTE:
These instructions on DRD applicability are not a part of the DRD and should not be included in a DPD.